



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-220

**Date:** October 1, 2009

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## 1 FAM 340 BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS (ECA)

### Changes

1. **1 FAM 340, Bureau of Educational and Cultural Affairs (ECA):** This subchapter has been revised throughout and ECA thus considers it to be new. As a result, changes will not be shown in *italic* and *darkmagenta* in this issuance.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Changes in the next revision will appear in *italic* and *dark magenta*. Italic and dark magenta provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 340 (TL:ORG-109, 03-25-2002; 27 pages) and insert revised subchapter 1 FAM 340 (17 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-220, and initial.

### Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(ECA)**